

KIT FOR NEW PARENTS CUSTOM KITS REQUEST FORM

☐ New Request ☐ Change Request ☐ Cancel Request

GUIDELINES FOR CUSTOM MATERIALS:

Custom materials to be inserted into the Kit for New Parents by Pride Industries (Pride is the State Fulfillment Vendor) must meet the following guidelines:

- Supply equal quantities of each custom item per language for insertion in the Kit.
- The total weight of all your custom materials to be inserted in each Kit **cannot exceed two pounds**. Weigh one set of items on a Post Office scale to ensure accuracy.
- The total dimension of your customized set cannot exceed a **width of 10", a depth of 5.25", and a height of 3.5"**.
- A total of three (3) literature pieces may be added to each Kit distributed in your county.
- A total of two (2) promotional items (i.e. bib, rattle, infant toothbrush, etc) may be added to each Kit distributed in your county.
Option: If a County Commission pre-collates and bundles a series of pieces together, those bundled pieces will be considered only one unit (or one piece).
- Please do not include any brand-name products or items that promote a specific brand-name product (e.g. coupons, etc.) or include breakable or perishable items.

YOUR CUSTOM MATERIAL INFORMATION:

Please describe the custom materials to be inserted into the kits distributed in your county. (Please use a separate sheet if additional space is needed.)

Description of Materials

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____

Total Custom Kits _____ Quantity for English Kits _____ Quantity for Spanish Kits _____

YOUR CONTACT INFORMATION AND AUTHORIZATION:

Customized Kits are counted towards your county allotment and OSP can not produce more custom Kits than your available cap balance.

County _____ Address (No P.O. Boxes) _____

Contact Name _____ City/State _____ Zip _____

Phone Number _____ Fax Number _____ E-mail _____

When should Pride Industries first expect to receive your custom materials? _____

Do you want Basic Kits sent until your Custom Kits are available? _____

Do you anticipate replenishing your custom kits once they are exhausted? _____

Authorized Signature: _____ Date: _____

FORM RETURN INSTRUCTIONS:

Please FAX this form to OSP Fulfillment Services, (916) 324-0790, 15 days prior to shipping your custom materials.

Within 5 business days of receiving this form, Pride Industries will send you documentation containing: 1) a reference shipping number; 2) inventory number(s) for each custom item; and 3) labeling instructions for shipping.

Customization of your Kits will require 4-6 weeks of handling after Pride Industries receives all of your custom materials. If you have any questions, please contact OSP Fulfillment Services at 1-866-634-3458 (Toll Free).

OSP LOGIC NUMBERS: English _____ Spanish _____ (Numbers to be provided by OSP)